



# COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

## WORKFORCE RESEARCH ANALYST IV

Job Number: 20001552

Job Code: 80740V000101

Job Group: 8000 - RESEARCH AND ANALYSIS

Job Established: 04/16/2008

Job Revised:

Grade: 15 Salary (MIN - MID):

\$19,882-\$26,339 - Hourly

\$3,230.84-\$4,280.10 - 37.5 Hr. Monthly Salary

\$3,446.22-\$4,565.44 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

### **PROBATIONARY PERIOD:**

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

**CHARACTERISTICS OF THE JOB:** *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Oversees the work of employees and performs advanced professional analytical work in gathering, computing and analyzing labor market and workforce data in an accurate and timely manner. Acts as a lead worker on special projects; and performs other duties as required.

### **MINIMUM REQUIREMENTS:**

#### **EDUCATION:**

Graduate of a college or university with a bachelor's degree.

#### **EXPERIENCE:**

Must have four (4) years of professional experience involving the analysis of statistical data, data computation, gathering statistical information for the preparation of labor market or workforce information reports or related experience.

#### **Substitute EDUCATION for EXPERIENCE:**

Graduate work in economics, accounting, statistics, mathematics, computer science, public administration or a related field will substitute for up to two years of the required experience on a year-for-year basis.

#### **Substitute EXPERIENCE for EDUCATION:**

Experience in gathering, computing and analyzing statistical data for surveys and/or labor market reports or related experience will substitute for the required education on a year-for-year basis.

#### **SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**

NONE

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION:** *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Performs advanced work in planning, developing and coordinating multiple activities in the collection, processing and reporting of labor market and workforce information. Provides technical assistance to Branch Manager, Section Supervisor or other governmental officials, general public and media representatives. Attends and participates in meetings and conferences. Makes final edits on reports and publications. Serves as lead worker over federal or state statistical program providing work direction and training over subordinate analysts involved in collecting, tabulating, compiling, analyzing and disseminating workforce and labor market information. Ensures that all federal and state confidentiality rules are followed in the publication and presentation of data. Renders technical advice to public and private agencies in compiling, interpreting, reporting and analyzing employment and economic data. Confers with systems analysts to develop new or modify existing computer programs as needs arise. Makes recommendations concerning new products based on customer needs. Responsible for Web site updates and maintenance. Computes estimates and checks accuracy for computer-generated estimates by applying estimating formulas based on survey samples. Assists in constructing new statistical methodologies. Writes correspondence and reports to present statistical information and to respond to inquiries from supervisor, other governmental agencies and general public.

**UNIQUE PHYSICAL REQUIREMENTS:**

**TYPICAL WORKING CONDITIONS:** *Incumbents in the job will typically perform their job duties under these conditions.*

Work is typically performed in an office setting.

**ADDITIONAL REQUIREMENTS:**

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

*THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.*